Used Oil Block Grant August 15th Annual Report Form: FY 2009/2010

Grantees are required to submit an Annual Report each August 15th that describes their program's activities from July 1st through June 30th.

1. Grantee/Jurisdiction:

2. Open Grants During FY 2009/2010:

13th Cycle: UBG-07-   14th Cycle: UBG-08-   15th Cycle: UBG-09-

3. Contact Information:

Primary Contact:	Signature Authority:
☐ No Changes	☐ No Changes
☐ Change to Primary Contact	☐ Change to Signature Authority
	(You must attach a Letter of Authorization from the Signature Authority listed in your resolution)
Name:	Name:
Title:	Title:
Dept:	Dept:
Address:	Address:
Phone Number:	Phone Number:
Fax Number:	Fax Number:
Email:	Email:

Day to day program contact: ☐ No Changes   ☐ Change to program contact

Department or Consulting Company:

Name: Title:

Phone Number: Email:

4. Oil Collection Data and Summary (January 1, 2009 – December 31, 2009)

Collection Type	Certified Collection Centers (Do-it-yourselfer ONLY)	PHHW and ABOPS (Certified + Non-Certified)	Agricultural Collection	Non-certified facilities (Non-Ag)	Temporary Or Mobile Collection (Temp or Mobile Event)	Residential Collection (curbside or door-to-door)	Marinas	Other (Load-Check, Airport, etc.)
Oil (gallons)								
Oil filters (number)								

To assist in completing the gallons of oil claimed, the most current oil claims data can be accessed from the interactive search tool at: www.calrecycle.ca.gov/UsedOil/Reports/ClaimsDataSearch/ on the CalRecycle website.

5. Work Completed During the Fiscal Year

Staff costs must be reflected in total dollars spent. Note: Although this data may have not been provided in your Expenditure Itemization Summary (EIS), you are required to break down staff costs by activity:

Dollars Spent	PROGRAM EXPENDITURES *(Check all that apply)*
$ _____	**Certified Collection Center (CCC) Support** ☐ Site Visits ☐ CCC Employee Training ☐ Abandoned Oil Interventions ☐ Other: _____
$ _____	**Oil Collection Events: Total Events: _____ Total attendees: _____** ☐ Oil Collection Containers ☐ Oil/Filter Coupons ☐ Oil Funnels/ Oil Rags ☐ Events w/ filter: _____ ☐ Events w/o filter: _____
$ _____	**Used Oil Hauling/Collection Cost:** ☐ Certified Collection Centers ☐ HHW Permanent Facility / ABOPS ☐ Residential Curbside Route ☐ Door-to-door/On-call ☐ Agricultural Collection ☐ Non-Certified Collection Centers (Non-Ag) ☐ Temporary / Mobile Events ☐ Small Quantity Generators ☐ Airports ☐ Marinas ☐ Other: _____
$ _____	**Used Oil Filter Hauling/Collection Cost:** ☐ Certified Collection Centers ☐ HHW Permanent Facility / ABOPS ☐ Residential Curbside Route ☐ Door-to-door/On-call ☐ Agricultural Collection ☐ Non-Certified Collection Centers (Non-Ag) ☐ Temporary / Mobile Events ☐ Small Quantity Generators ☐ Airports ☐ Marinas ☐ Other: _____
$ _____	**Equipment Purchase and Facility Construction/Expansion:** ☐ Oil Tank ☐ Filter Crusher ☐ Oil/Filter Drums ☐ Contaminated Oil Detection Kits ☐ Facility Construction ☐ Facility Expansion ☐ Other Equipment _____
$ _____	**Oil Use Reduction Program:** ☐ Extended Oil Change Education ☐ Other: _____
$ _____	**Storm Water Mitigation Program:** ☐ Storm Drain Marking ☐ Storm Drain Stenciling ☐ Debris Screen ☐ Catch Basin Inlet Insert ☐ Vertical Drop-In Parking Lot Inlet Insert ☐ Publicity and Education ☐ Auto Engine Leak/Drip Prevention ☐ Other: _____
$ _____	**Grant Planning and Management** – Staff time related costs billed to the grant, NOT allocated to program-related sections should be included here, such as surveys, program evaluation, and annual report preparation. (Please include in-kind staff contribution costs on page 3 only) _____
$ _____	**Other Grant Related Expenses not included above:** (Please explain)

Dollars Spent	PUBLICITY AND EDUCATION EXPENDITURE	
MASS MEDIA OUTREACH: $ _____	**MEDIA TYPE:** ☐ Radio ☐ TV ☐ Newspaper ☐ Newsletter ☐ PennySaver ☐ Post Card / Direct Mail ☐ Posters / Flyers ☐ Utility Bill Inserts ☐ Billboards ☐ Website ☐ Other: _____	**LANGUAGES used for mass media advertising/outreach:** ☐ English ☐ Cambodian ☐ Chinese ☐ Hmong ☐ Korean ☐ Punjabi ☐ Russian ☐ Spanish ☐ Tagalog ☐ Vietnamese ☐ Other: _____

PERSON TO PERSON OUTREACH: $ ____	**TARGET AUDIENCES FOR PERSON TO PERSON OUTREACH:** ☐ Immigrants ☐ Ethnic Group(s) ☐ Shade Tree Mechanics ☐ Auto Enthusiasts ☐ Boaters ☐ Agriculture / Growers ☐ Truckers ☐ Fleet Managers ☐ Small Businesses ☐ Other: ____	**Venue / Methods** ☐ Point of Purchase Advertising ☐ English As Second Language Classes ☐ Auto Parts Store Collection Event ☐ Car Club/Auto Events ☐ Boater Shows/Meeting ☐ Driver Training/Auto Shop Classes ☐ Agricultural/Small Grower Meetings ☐ Environmental Events ☐ Cultural Events ☐ Other: ____ **Behavior-Change Outreach Strategies:** ☐ Personal Pledges ☐ Premium or Sign Prompts ☐ Community Member Endorsements ☐ Persuasive Messages ☐ Other: ____	**LANGUAGES used for personalized outreach:** ☐ English ☐ Cambodian ☐ Chinese ☐ Hmong ☐ Korean ☐ Punjabi ☐ Russian ☐ Spanish ☐ Tagalog ☐ Vietnamese ☐ Other: ____
$ ____	**K-12 School Outreach:** ☐ Classroom Presentation (Curriculum) ☐ School Presentation ☐ Disney's Environmentality Challenge (5th Graders) ☐ Other: ____			
$ ____	**Premiums: (Non-oil collection related - should be kept to minimum)** **List here:** ____			
$ ____	**TOTAL FUNDS EXPENDED:(May include more than one Block Grant)**			

ESTIMATE OF IN-KIND CONTRIBUTIONS

$ ____	Specify type (e.g. printing, staff time, etc.), source, and dollar amount: 1) Type:_____ from _____ for $_____ 2) Type:_____ from _____ for $_____ 3) Type:_____ from _____ for $_____ 4) Type:_____ from _____ for $_____ 5) Type:_____ from _____ for $_____

6. Program Highlights

Theme: One of the main activities of the Used Oil Program is to promote/increase used oil filter collection. What activities did you conduct to increase used oil filter collection?

Briefly describe program highlights: *(Expand if additional space is needed)*

Did you increase or decrease used oil and filter collection compared to last year? How much and why?

Were there any program changes from this year to last year?

If you dropped a program or method, why do you think it didn't work?

What program or method has worked best for you?

Did you develop any best practices or techniques to share with other grantees?

What can CalRecycle do to help you? Or what would you like to see modified to better assist you?

7. Training/Technical Assistance

Did you attend CalRecycle Training/Conference? If yes, please check:

☐ **North American Hazardous Materials Management Association (NAHHMA) Conference**

☐ **Used Oil/HHW Information Exchange (HHWIE): # attended** _____

☐ **Would you be willing to host an HHWIE meeting in the future?** _____

Model Projects: Which model project featured on the CalRecycle website has your jurisdiction replicated? *(Check all that apply)*

☐ **Creating Effective Messages: "Take the Last Step" Stickers on Free Oil Containers**

☐ **Creating Effective Messages: Testimonial Messages in Brochures to Increase Curbside Oil Collection**

☐ **Oil Recycling Education in English as a Second Language (ESL) Classes**

☐ **Oil Filter Recycling Exchange Event Partnerships with Certified Collection Centers (CCCs)**

☐ **Building Relationships with Auto Parts Businesses (Commitment Letters)**

☐ **Display of "Girl in Oil Pan" posters/information cards at Auto Related Businesses**

Instructions

Instructions for Completing the Used Oil Block Grant August 15th Annual Report Form

Grantees are required to submit an Annual Report each August 15th that describes their program's activities from July 1st to June 30th. The Used Oil Block Grant August 15th Annual Report Form is a fill-in the blanks type of form. If a particular category does not apply to your program, insert N/A for Not Applicable. Below is information on what data needs to be inserted into the form.

1. **Grantee/Jurisdiction**: Agency name as it appears on the Grant Agreement Form.

2. **Active Grant Funds Expended From:** List the grant contract number from which you have expended funds during the reporting period. It could be either from one, two or three cycles. (The grant number, assigned by the CalRecycle, appears on the top right hand corner of the Grant Agreement Form.)

3. **Contact Information**: If the contact or signature authority's name, address and/or phone number has not changed, please check the "No Changes" box. If the contact's name, address, and/or phone number has changed, check the "Change to Primary Contact" box and fill in the changed information on the lines provided. If the signature authority's name, address, and/or phone number has changed check the "Change to Signature Authority" box and fill in the changed information on the lines provided. If a new signature authority has been designated, attach a Letter of Authorization from the signature authority listed in your resolution. If the day to day program contact name, address and/or phone number has not changed, please check the "No Changes" box. If the contact's name, address, and/or phone number has changed, check the "Change to program contact" box and fill in the changed information on the lines provided.

4. **Oil Collection Data and Summary**: This section provides collection data for certified collection centers, non-certified facilities, and other facilities and programs collecting oil from DIYers.

   Certified Collection Centers (Do-it-yourselfer ONLY): Report only the amount of DIYer oil collected. Insert the quantity of oil collected by gallons and the quantity of filters collected from DIYers by certified collection centers. Data from Certified Collection Centers that have filed claims can be found at: www.calrecycle.ca.gov/UsedOil/Reports/ClaimsDataSearch/. For those centers not filing claims, contact them to ascertain the needed data.

   Note that our website report and spreadsheet show all claim volumes from collection centers, both from DIY oil and Non-DIY oil; however, please report only DIYer oil collection in the annual report. To estimate only DIYer oil collection from the total claims reported on our website and spreadsheet, use these simple guidelines to estimate DIY oil from the claims information provided:

   - Auto Parts Stores, Government-run Used Oil and HHW facilities: 100% of claimed oil is from DIYers.
   - Pep Boys - a hybrid of auto parts stores and quick lube, estimate 50% of their claims are DIY used oil.
   - Quick Lubes and all others: Estimate only 2% of their claimed oil is from DIYers.

   If a Permanent Household Hazardous Waste (PHHW) Facility or Antifreeze, Battery, Oil and Paint (ABOP) Facility is also a certified collection center, report their oil collection in the next category "PHHW and ABOPs".

   Conversion Factors: One 55-gallon drum of uncrushed filters equals 250 filters and one 55-gallon drum of crushed filters equals 750 filters. One (1) filter equals 1.5 pounds. One (1) gallon of used oil equals 8.5 pounds if you are using volumes from the Form 303.

PHHW and ABOPs (Include both Certified and Non-Certified Centers that are also PHHW and ABOPs) (permanent household hazardous waste and antifreeze, batteries, oil and paint facilities): Insert the quantity of oil collected by gallons and the quantity of filters collected.

Agricultural Collection: Insert the quantity of oil collected by gallons and the quantity of filters collected by the agricultural collection centers.

Non-Certified Facilities (Non-Agricultural): Insert the quantity of oil collected by gallons and the quantity of filters collected by non-agricultural businesses that accept oil from their customers, but are **not** certified collection centers.

Temporary or Mobile Collection: Insert the quantity of oil collected by gallons and the quantity of filters collected by temporary collection events (one-day or multiple-day), and by mobile collection programs.

Residential Collection: Insert the quantity of oil collected by gallons and the quantity of filters collected by regular curbside collection routes or door-to-door/on call collection services.

Marinas: Insert the quantity of oil collected by gallons and the quantity of filters collected from DIYers at marinas.

Other: Insert the quantity of oil collected by gallons and the quantity of filters collected from all other programs not previously listed, including specific collection programs such as Airport programs, and all oil and filters collected from load check programs at landfills and transfer stations.

5. Work Completed During the Fiscal Year: This section contains a breakdown of funds expended during the previous fiscal year from one or more active block grants. Its categories may vary from those that appear on the EIS documents. This section will give program staff improved data to identify potential areas for development.

Certified Collection Center (CCC) Support: Report all expenses and check boxes related to Site Visits, CCC Employee Training, Abandoned Oil Intervention, and Other Related Activities.

Oil Collection Events: Report all expenses and check boxes related to Oil Collection Containers, Oil/Filter Coupons, Oil Funnels/Oil Rags, Events w/ filter and Events w/o filter. Also include the total number of events in which you participated and the estimated total number of attendees at the events.

Used Oil Hauling/Collection Costs: Report all expenses and check boxes related to Certified Collection Centers, HHW Permanent Facility/ABOPS, Residential Curbside Route, Door-to-door/On-call, Agricultural Collection, Non-Certified Collection Centers (Non-Ag), Temporary/Mobile Events, Small Quantity Generators, Airports, Marinas and Other Related Activities..

Used Oil Filter Hauling/Collection Cost: Report all expenses and check boxes related to Certified Collection Centers, HHW Permanent Facility/ABOPS, Residential Curbside Route, Door-to-door/On-call, Agricultural Collection, Non-Certified Collection Centers (Non-Ag), Temporary/Mobile Events, Small Quantity Generators, Airports, Marinas and Other Related Activities..

Equipment Purchase and Facility Construction/Expansion: Report all expenses and check boxes related to the purchase of eligible equipment and the construction or expansion of facilities related to Oil Tank, Filter Crusher, Oil/Filter Drums, Contaminated Oil Detection Kits, Facility Construction, Facility Expansion and Other Equipment.

Oil Use Reduction Program: Report all expenses related and check boxes related to Extended Oil Change Education and Other Related Activities.

Storm Water Mitigation Program: Report all expenses and check boxes related to Storm Drain Marking, Storm Drain Stenciling, Debris Screen, Catch Basin Inlet Insert, Vertical Drop-In Parking Lot Inlet Insert, Publicity and Education, Auto Engine Leak/Drip Prevention and Other Related Activities.

Grant Planning and Management: Report all estimated expenses related to staff time to be charged against the grant that has not been allocated to a program-related category appearing elsewhere in this section. (Please put in the In-Kind Contribution Costs).

Other Grant Related Expenses not included above: Report all expenses not covered in one of the categories listed above.

Publicity and Education Expenditure

Mass Media Outreach: Report all expenses related to mass media outreach and check off all boxes that describe your efforts regarding target audiences, media type, and languages utilized.

Person to Person Outreach: Report all expenses related to your efforts at personal contact with individuals from target audiences. Check off boxes that describe your efforts during the past fiscal year. **CBSM or Behavior-Modification Tools Used during outreach:** Check boxes that describe your efforts, if any, during the past fiscal year.

K-12 School Outreach: Report all expenses related to school outreach and check appropriate boxes. For more information about Disney's Environmentality Challenge, a public/private partnership between the State of California and the Walt Disney Company, visit http://disney.go.com/environmentality/dec/discover.html.

Premiums: Report all expenses related to the design, purchase, and distribution of premiums.

Total Funds Expended: This total amount should equal the combined total(s) of all the EISs you have submitted covering the reporting period, either with this report or separately.

Estimate of In-Kind Contributions

Estimate of In-Kind Contributions: List type of in-kind service, the source for it (such as, city funds, volunteers, donations, etc.) and the estimated value in dollars.

6. Program Highlights: This section provides an opportunity to describe in more detail the activities you identified in the previous section and provide suggestions to us for improvements in the Block Grant program.

7. Training/Technical Assistance: Report Household Hazardous Waste Information Exchanges (HHWIEs) and/or conference that you have attended during the reporting fiscal year. Also, if you would like to host an HHWIE meeting in your jurisdiction, indicate month and date that works for you. If your jurisdiction has replicated any featured model projects provided on CALRECYCLE website at: http://www.CalRecycle.ca.gov/HHW/Grants/Profiles/, check all the boxes that apply.